

**WESTCOMM**  
**BOARD OF DIRECTORS MEETING COMBINED**  
**WITH FINANCE COMMITTEE AND**  
**OPERATIONS BOARD MEETING**

MAY 7, 2021 11:00 A.M.

Google Meet Meeting

<HTTPS://MEET.GOOGLE.COM/ETN-PFDW-PGF>

**In Attendance:**

Lyn Simmons, Longmeadow Town Manager  
John Beaulieu, Chicopee  
Erin Hastings, Executive Director, WESTCOMM  
Chad Thompson, Longmeadow Purchasing  
Jennifer Wolowicz, Interim Monson Town Administrator  
Mary McNally, Town Manager East Longmeadow  
Steve Kozloski, Chief, Monson Police  
Robert Stocks, Chief, Longmeadow Police  
Carl Mazzaferro, Longmeadow Police  
Brain Harris, Chief, Monson Fire  
Andrew Vernon, Chicopee IT  
Marie Laflamme, Treasurer, Chicopee  
Mark Williams, Chief, East Longmeadow Police  
Stephen Longergan, Town Accountant, East Longmeadow  
John Dearborn, Chief, Longmeadow Fire  
Jamie Farnum (Messer), Town Accountant, Monson  
Khristy Lord, Deputy Director, WESTCOMM  
Holly Davis, Chicopee Police  
Peter Landon

1. Meeting called to order 11:02 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, Mary McNally, Jennifer Wolowicz, rollcall was done, 4 present.

2. Approve & or Modify minutes from the meeting held on April 9,2021. John Beaulieu made the motion, it was 2<sup>nd</sup> by Mary McNally, 4 yes, motion passed.

3. Old Business:

645 Shawinigan Drive: Still waiting on contract to be signed from Architect. Existing condition walk through scheduled for next week. Lyn asks that we do not have K& B do walk through unless contract is signed.

Preliminary draft design from architect is scheduled to be completed before next meeting.

District Agreement: Assessment entrance fee is still outstanding in the Finance Committee from the last meeting held, (pg. 15). They will discuss and make recommendations with cleaned up language to be discussed at the June Board of Directors meeting.

A discussion was had regarding the lingering recommendation from November on the Assessments and being split into two due dates, July and December. As well as an entrance fee. Finance would like that language incorporated into the district agreement. Erin's suggestion was not to charge an entrance fee because State 911 won't support, she also asked for any assessments to be paid 100% in July, reason being, cash flow to cover payroll as State 911 doesn't normally approve the grants until September.

The District Agreement will be cleaned up, and circulated. Highlighted will be the 2 Finance recommendations, and 1 Operations recommendation, and a vote will be taken on those recommendations at the June 4, 2021 Board of Directors meeting.

Treasurers Position: The position has again been posted. The first applicant chosen, withdrew, and the 2<sup>nd</sup> applicant chosen also withdrew stating the back ground check was too long to fill out.

4. New Business:

On Boarding of Ware: Erin spoke to IMC regarding a purchase order. Both Dell SHI are on State contract. IMC will give a timeline for CAD, currently looking at October/November timeframe to do that. Will move forward June 2<sup>nd</sup> with another console.

Erin has reached out to Southwick to sign the District Agreement, but has not heard back from them yet. With this Erin is thinking of maybe pushing them off until WESTCOMM is in the new building.

Once we start dispatching for a community, they then become a voting member of the Board of Directors, Finance Committee and Operations Board.

Finance update: they will be meeting on 5/11/21 and will update at the next Board meeting being held on June 4, 2021.

Fire Operations update: Fire Ops met May 6, 2021, a discussion was had on Emergency Manning/Mutual Aide, dispatching for Highway call are complicated, but seems that everything is going well.

Police Operations update: Chief Koszloski stated Police Ops have been meeting on a regular basis, trying to narrow down officer initiated calls VS. WESTCOMM policy.

IT update: IT subcommittee meetings held in regards to mutual aide, radios and programming. Agencies will need to sign a contract – will send out to Ops Board. Will need an MOU for the district agreement.

The website is currently being worked on, will give another update at the June 4, 2021 meeting.

5. New Business not reasonably anticipated within 24 hours: Joh Beaulieu thanked Erin and Khristy for showcasing the Dispatch Center for Dispatchers week.
6. A motion was made by John Beaulieu and 2<sup>nd</sup> by Mary McNally to adjourn the meeting, 4 yes, meeting adjourned at 11:35 A.M.